

Application for  
RECORDS DISPOSITION STANDARD

1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	Date Received		Application No.	Date Complete
2. Agency Application No. 74-2		FEB - 7 1974	74-45	FEB 15 1974	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Georgia Peace Officer Standards and Training Council 959 E. Confederate Avenue, S.E. Atlanta, Georgia		4. Person to Contact Diane Lee		5. Working Title Stenographer	
				6. Tel. No. 6134	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 70 - Present	9. Exact Series Title Peace Officer Standards and Training Council Director's SUBJECT FILE
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10. What is the function of the office in which this record series is created?
- The function of this office is to compile information, maintain files and issue certificates to all qualified peace officers in Georgia who come under the Georgia Peace Officer Standards and Training Act, Georgia Laws 1970.

See attached.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: all areas of responsibilities of the Director.

Included are: related correspondence; internal memos; speech file; studies; reports; projects prepared by the Director or Staff; policies and procedures; proposed current and obsolete.

File arranged: alphabetically by subject, year and thereunder alphabetically by subject.

## ATTACH SAMPLES OF THE FILE

EQUIPMENT CATEGORY	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers			
Letter-size File Drawers	3			1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
			AVERAGE DAILY REFERENCES	10	5	1	-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ [ ]  
Ga. Peace Officer Standards and Training Council only.
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [ ]

Director's file has historical value.

24. REQUIREMENTS. The following requires the files to be kept permanent years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☒ [X] Possible HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

This series provides documentation of Director's administration.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [X] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ [ ] Destroy.  
☒ [X] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☐ [ ] Other: (Specify)

(☒ [X]) Concur    ( ) Nonconcur

*Sam R. Carter*  
Director of Ga. Peace Officer Standards & Training Council

(Indicate briefly rationale for recommendations above/or write additional remarks):

74-45

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William M. Ryan</i>	1-29-74	<i>William M. Ryan</i>	2-1-74
6. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Ryan</i>	2-14-74
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	2-11-74
STATE RECORDS COMMITTEE	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert Shell</i>	2-14-74